



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701-4717

ADAM PAUL LAXALT
Attorney General

WESLEY K. DUNCAN
Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

***Open
Position Announcement
Internal and Open Competitive***

GNR Division

POSITION TITLE: Senior Deputy Attorney General

DUTY STATION: Carson City, Nevada

SALARY: Employee/Employer Paid — \$96,402.96 - \$106,904.00
Employer Paid — \$85,407.24 – \$94,711.00

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: This Senior Deputy Attorney General position will represent the Nevada Division of Environmental Protection (NDEP) and includes supervisory responsibilities. This position will require some travel.

POSITION CHARACTERISTICS: The person chosen for this position will have excellent leadership qualities and a willingness to work collaboratively with other deputies and as a team leader. The individual will have analytical, legal research and writing skills, a fully developed public speaking ability, knowledge of federal and state environmental programs and laws, and knowledge of administrative procedures. The successful candidate will have a demonstrated ability to establish and maintain harmonious working relationships with clients and other co-workers. Representation includes appeals before the State Environmental Commission, litigation in state and federal courts, appellate work, a wide array of transactional work.

QUALIFICATIONS

KNOWLEDGE REQUIRED: The position requires knowledge of, or a willingness to quickly develop knowledge of substantive environmental laws and regulations, as well as civil procedure and evidence in state and federal courts at the administrative, trial

and appellate levels. Knowledge of state contracting requirements, the Nevada Open Meeting Law, powers and duties of the State Attorney General, legislative processes, and ethics are required. Computer usage skill for research, document preparation, and timekeeping is required.

SKILLS REQUIRED:

Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex environmental and legal problems as well as the ability to apply legal principles to resolve problems and issues. Applicants must be highly professional, well-organized, self-motivated, and able to manage their time effectively. Applicants must have strong interpersonal and people skills and be able to effectively handle a wide range of diverse personalities, attitudes, and styles.

PHYSICAL DEMANDS:

This position requires mobility to work in a typical office setting and use of standard office equipment, including computers. It requires travel to client offices and courts in various parts of Nevada and outside the state. It also requires vision to read printed materials and a computer screen, and hearing and speech to communicate in a clear and understandable manner, and to hear and respond to communications. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

EDUCATION AND EXPERIENCE:

Applicants must possess a certificate of admission to the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada and the federal district and appellate courts.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The appointee may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

INTERESTED APPLICANTS should send their letter of interest and resume by way of e-mail, fax, or regular mail **by close of business April 10, 2015** to:

Chief Deputy Attorney General Marta Adams
Nevada Attorney General's Office
100 N. Carson Street
Carson City, Nevada 89701

Fax: 775-684-1108

Email: madams@ag.nv.gov

The Attorney General's Office is an equal opportunity employer